

UNIVERSITY of OXFORD SPORTS DEPARTMENT**OXFORD UNIVERSITY RISK ASSESSMENT****DATE: - September 2016****RIFLE**

Who might be harmed	HAZARD	Risk	Control Measure in place	Further Risk reduction required Y / N
Participants	Drugs and Alcohol	Minor / Major injury	The Consumption of alcohol and non prescribed drugs is prohibited. Committee will eject anyone from the range whom they suspect is under the influence.	
Participants	None qualified / insured instructors / coaches	Unsafe practice	Club Committee to ensure that the coach / instructor is qualified and insured and where applicable a CRB is completed	
Participants	Equipment failure	Minor / major injuries	Club Committee to ensure necessary equipment checks and servicing has been completed and documented	
Participants	Slips, trips , falls	Minor injury	Club Committee to ensure that the facility is fit for purpose, and that participants are aware that they should wear appropriate clothing.	
Participants	Fire	Burns / fatality	Club Committee to ensure a safety brief at the beginning of sessions includes what to do in the event of a fire, location of nearest exits, fire assembly points.	
Participants Public	Travel	Major incident / accident , Fatality	Club Committee to check the insurance of car drivers. Drivers to comply with current Road Safety laws and have a full driving licence. Hire vehicles drivers MUST have passed the University accredited driving course. Drivers must be 21 or over.	

			<p>Trip resignation forms to be sent to the Sport Federation no later than 5pm on the Thursday before the fixture. Sports fed will forward the form to security services.</p> <p>The registration form for trips aboard MUST be sent a minimum of 1 month prior to the trip departing. Club Committee to supply Safety officer with travel insurance details and trip Risk Assessment.</p> <p>In the event of a major accident security services must be contacted 01865 289999</p>	
Participants	Iffley Road armoury	Minor / Major injury	<p>Equipment Inventory in place which outlines the OURC equipment stored within the Armoury.</p> <p>Access keys to the Armoury stored in the safe at Iffley Road.</p> <p>No keys allowed off the premises. All keys to be returned before the building closes at the end of the day.</p> <p>2 persons from the club open and close the range on each visit.</p> <p>Access Codes for Members of the OURC known to individual members and to the Facilities Manager.</p> <p>Regular annual update of Alarm Codes for OURC.</p> <p>Training provided on the use of the Armoury for individual OURC members by the Facilities Manager.</p>	

			<p>2 members of staff have access codes should contractors or the emergency services need access at any point in time.</p> <p>The chance of fire in this area is slim although a gas pipe runs through the Armoury room.</p> <p>All members evacuate to the sports field and contact the main reception desk to inform them of fire.</p>	
Participants Public	Use of range by “unauthorised” members	Minor / Major injury	<p>OURC have strict guidelines in place for admitting members to any range it uses.</p> <p>Guest days in place where prospective members are allowed to use facilities under the supervision of members of OURC.</p> <p>Clear guidelines outlined in “Code of Practice” for Probationary Members and full members.</p> <p>Records of members are kept by the Club committee in the form of a Membership Application Form.</p> <p>Range Attendance Register in place. Overseen by Range Officer. Records kept by the club committee.</p> <p>OURC affiliated to the NRA and insured against public liability, personal accident, fire and theft.</p>	
Participants Public	RAF Armoury, Bisley	Security	<p>Equipment Inventory in place which outlines the OURC equipment stored within the Armoury.</p>	

			<p>The armoury is controlled by a series of combination locks. The combination to these is only disseminated to members of the committee on completion of our fullbore training scheme.</p>	
<p>Participants Public</p>	<p>Fullbore rifle use</p>	<p>Security</p>	<p>Members of the club, who are not named on the FAC authorisation list, are only permitted to possess firearms unsupervised at Bisley ranges.</p> <p>Firearms are only left outside of a locked armoury when in use, or in transit to and from the ranges.</p> <p>Members of the club must be certified competent to possess these firearms during our fullbore training scheme.</p> <p>The committee will undergo due diligence to ensure that members are fit to handle firearms unsupervised, and that members are aware of the rules of law, and specific rules of Bisley ranges.</p> <p>Certified competent members are not given armoury codes unless they are part of the select committee.</p>	
<p>Participants</p>	<p>Unsafe use of Range by novices.</p>	<p>Minor / Major injury</p>	<p>Senior and experienced OURC members give an introduction to novices explaining range regulations which are on display in the range.</p> <p>Clear demonstration of basic information given e.g. what is the firing line, what is considered sensible clothing, what to do in the case of a misfire.</p>	

			<p>A range officer is in control of the range at all times.</p> <p>A safety brief is given to all persons unknown to the club committee regardless of previous experience. This occurs at every session before membership is due (at which registers are taken), and the main points are reiterated when membership forms are completed.</p>	
Participants	Use of Range by all members.	Minor / Major injury	<p>Range Rules are on display in the range and online in the code of practice.</p> <p>Range Attendance Register signed.</p> <p>Range officer gives clear guidelines to members at the range re: evacuating the premises if the Fire Alarm sounds</p> <p>The Safety Officer is to maintain a safety book and report all breaches in safety either to the building or to the individual.</p>	
Participants	Accidents on the range – Small Bore	Minor / Major injury	<p>In the event of an emergency all firing must cease and the Range Officer's instructions are to be followed.</p> <p>A First Aid Kit is present at the range for emergency use.</p> <p>Emergency services can be contacted either by mobile phones or from the reception.</p>	
Participants	Accidents on the range – Full Bore	Minor / Major injury	<p>First Aid Kit present at main reception.</p> <p>Emergency services can be contacted from main reception. Contact request can be made from any range by radio.</p>	

			<p>All ranges have road access.</p> <p>Range Accident Report Forms available at reception.</p>	
Participants	Noise	Minor / Major injury	<p>Ensure that ear defenders are issued and worn.</p> <p>Range Officer to provide clear instruction for members to wear ear protection before shooting commences.</p>	
Participants	Lead	Detrimental to health after long term exposure	<p>An extractor fan is in place for the indoor range used at Summer Fields school to clear lead particulates from the range. Outdoor ranges are sufficiently well ventilated.</p> <p>No food or drink is allowed on the range and all members who handle ammunition should wash their hands before handling consumables.</p> <p>A count of lead containing rounds fired at the range is maintained. When the levels of lead are deemed to be high the range is “de-leaded” by the Summer Fields school range officer.</p>	

RECOMMENDATIONS FOR RISK REDUCTION

Action	By When?	By Whom?	Completed
Investigate the practicality of lead free ammunition	Ongoing	OURC Committee	YES - Impractical, expensive and potentially dangerous.

Club President Date

Club Secretary Date

Health and Safety Officer Date

RISK ASSESSMENT REVIEW

Date	Comments	Actions	Completed

Club President Date

Club Secretary Date

Health and Safety Officer Date